



Job Description & Person specification

Post Title : Graduate Assistant Sport & PE
Responsible to : Curriculum Area Leader
Allowance : Unqualified Teacher Pay Scale UQT 1

Fixed Term Contract- 1 year

Term Time Only

5 days per week (including Saturdays with one day off during the school week)

North Cambridge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

JOB DESCRIPTION

Responsibilities

The responsibilities of the post holder will include:

- To effectively manage a class in Sport & Physical Education, either on your own or with the support of outside coaches and organisations.
- To effectively manage a class in the absence of a teacher and ensure work that was set by the school is effectively carried out by the pupils.
- To assist with the administration of departmental trips and other activities.
- To assist with some routine administrative tasks.
- To support the role of the Sport & Physical Education teachers including fixtures outside normal school hours.
- To participate fully in the school's extra-curricular programme.
- To attend and contribute to departmental meetings.
- To maintain professional skills through the Professional Development Programme.
- To produce displays to create an attractive learning environment in the department.

PERSON SPECIFICATION

An Interest in sport and a willingness to assist in lessons and fixtures	E
Experience and interest in coaching	E
Experience in tennis coaching and/or tennis specialism	D
A healthy sense of humour and can-do attitude;	E
An interest in sport in education and the importance and benefits of sport and exercise to self-confidence, discipline and team-working	E
Experience in working with young people	D
Ability to work independently, quickly and efficiently	E
Up-to date knowledge in relation to working with, and the protection of, children and	D

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young people;	
Proven communication, organisational and interpersonal skills;	E
Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams	E
Empathy for pupils, parents, staff and the community	E
High order administrative skills;	D
Qualifications: Educated to degree level	D
Qualifications: 5 GCSE passes A* to C grades (including C grade or equivalent in English & maths)	E